

# Town Council Meeting: 13 May 2013



Town of Garrett Park  
PO Box 84  
4600 Waverly Avenue  
Garrett Park, MD 20896

Regular Meeting of Town Council  
Garrett Park Town Hall  
10814 Kenilworth Avenue  
Garrett Park, MD 20896

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## MINUTES

**Call to Order:** Mayor Benjamin called the meeting to order at 7:30 pm. Present were Councilmembers Chantry, Flynn, Schulp, Wegner, and Welch. Also present was Administrator Pratt, incoming Town Manager Swearingen, Margaret Soltan of the *Bugle*, and a number of residents.

**Approval of Agenda:** The agenda was approved as posted without objection.

**Presentations by Residents:** Resident Natalie Grande asked the Council to consider installing a suitable bicycle rack in the area of the Kenilworth/Waverly triangle and circulated a letter that outlined the proposal (attached to these minutes). There was discussion, and Councilmember Wegner agreed to look into the matter and report back to the Council.

**Approval of Minutes:** The Council reviewed the minutes of the meetings listed below, and approved all minutes without objection.

- 03/09/2013 Council Budget Workshop
- 03/11/2013 Executive Session
- 03/20/2013 Executive Session
- 04/06/2013 Executive Session
- 04/08/2013 Regular Meeting
- 04/08/2013 Executive Session
- 04/29/2013 Special Meeting

**Action:**

- Establishing a Deferred Compensation Policy for Town Employees – Councilmembers Flynn and Schulp presented a resolution establishing a Deferred Compensation Policy for Town Employees (attached to these minutes). Mayor Benjamin noted that up until this time the Town had had no formal policy regarding deferred compensation, and that the Council had decided to establish one as part of the FY 2014 budget process. Councilmember Chantry asked what the current practice was and Mayor Benjamin answered that it had been 7% of and employees base wage without requirement for any matching funds from the employee. Councilmember Flynn noted that deferred compensation programs in other municipalities varied widely, some being more generous, but the majority having lower guaranteed payments with some form of an additional matching

funds contribution. Mayor Benjamin explained that the Council had granted a 3.5% increase in base pay in order to insure that employees who wished to continue with contributions totaling 7% would be able to do so without a net reduction in pay received, taking advantage of the Town's 2.5% matching funds after the guaranteed base of 2%. There was discussion.

Councilmember Flynn **MOVED**

That the Council approve the resolution establishing a Deferred Compensation Policy for Town Employees as presented. The motion was seconded by Councilmember Schulp, and after brief discussion was **PASSED** unanimously.

### **Discussion**

- Town Hall Policy – Mayor Benjamin and the Council reviewed a draft resolution (attached to these minutes) with members of the Town Hall Policy Committee. There was extended discussion of numerous aspects of the draft, and Mayor Benjamin agreed to circulate a version with revisions arising out of the discussion.
- Council Retreat – Mayor Benjamin asked that Councilmembers to review their calendars as he wished to schedule a Council retreat to discuss Councilmember areas of responsibility as well as goals and objectives for the upcoming year.
- Update on Repairs to Town Roads – Councilmember Wegner updated the Council on ongoing analysis of the state of the Town's roads and recommendations as to repairs and improvements being developed by the Town's engineers, reporting that the initial estimates of roadwork needed was \$305,000, with an estimated further \$318,800 if the Town chose to also install new concrete curbs, gutters, and driveway aprons as was done with the recent improvements to Kenilworth and Waverly Avenues. It was the sense of the Council that if curbs were to be installed they should be concrete and not asphalt. As to the installation of sidewalks, Councilmember Wegner told the Council he had asked for preliminary estimates from Chester Engineers. Mayor Benjamin noted that the Town hoped to receive some funding for new sidewalks as part of the Maryland "Safe Routes to School" program, and that any final decision on sidewalk installation would depend on the amount of any grant. After discussion, it was the sense of the Council that it made good sense to ask Chester to begin to develop the general engineering needed for these products.
- Penn Place Water Damage – Mayor Benjamin updated the Council on discussions he and former Councilmember Mandel had had with Barbara Black regarding the continuing problem of flooding in the Black Market Restaurant. The Mayor noted that the Blacks were being cooperative and there were three task areas: 1) The hiring of a consultant to assess any structural damage to the building resulting from the flooding; the hiring of a consultant to assess and mold or other health problems the flooding may have caused; to develop and complete repairs and remediation as needed after assessments; and all to be done at the

Black's expense: 2) As most of the flooding resulted from human error, the Blacks agreed to review and revise current management practices to reduce the likelihood of future floods, and: 3) The Blacks were in discussions with the Town's Historic Preservation Committee regarding possible modification to the flooring in the bar area to better contain any future spills.

## **New Business**

### **Town Administrator's Report**

- Report on the May 6<sup>th</sup> 2013 Town Election – Administrator Pratt noted that in his absence, his assistant, Elizabeth Henley, had done a fine job managing the Town Election and following reception. The election report is attached to these minutes.
- Monthly Financial Report - Administrator Pratt and Mayor Benjamin reviewed the monthly financial report with the Council.
- Transition to New Town Manager – Administrator Pratt noted that the incoming Town Manager, Gene Swearingen, was in attendance, and reported that work on insuring a smooth transition at the beginning of the new fiscal year in July had begun in earnest.

**Adjournment:** The meeting adjourned at 9:40 pm.



Respectfully submitted,

Edwin Pratt, Jr., Clerk-Treasurer